



12 August 2020

MEMORANDUM NO. 401

Series of 2020

**T O: All College Deans
All Chancellors
All General and College Orientation Speakers
Ulderico B. Alviola, Head, UIMC
Jed Asaph D. Cortes, Head, Web Team
University Integrated Media Center Staff**

R E: Orientation Programs for the 1st Semester SY 2020-2021

As we formally open the 1st Semester of this school year on August 17, 2020, please take note of the orientation schedules¹ and policies we have organized.

Date	Event	Dry Run Schedule
Aug 17, Mon	General Student Orientation	Aug 13, 10-11 AM
Aug 18, Tue	The VSU Online Learning Management Systems	
	<i>Component College Orientations:</i>	
Aug 19, Wed AM	VSU Tolosa	(TBA, via Zoom)
Aug 19, Wed PM	VSU Villaba	
Aug 20, Thu AM	VSU Isabel	
Aug 20, Thu PM	VSU Alangalang	
	<i>Main Campus College Orientations</i>	
Aug 24, Mon AM	College of Agriculture and Food Science	Aug 13, 2-3 PM
Aug 24, Mon PM	College of Nursing	
Aug 25, Tue AM	College of Engineering and Technology	Aug 13, 4-5 PM
Aug 25, Tue PM	College of Veterinary Medicine	
Aug 26, Wed AM	College of Education	Aug 14, 10-11 AM
Aug 26, Wed PM	VSU Integrated High School	
Aug 27, Thu AM	College of Forestry and Environmental Sciences	Aug 14, 2-3 PM

¹ For more specific schedules and program of activities, visit <https://www.vsu.edu.ph/articles/news/1831-faculty-student-onboarding-plan-new-normal-2020>



Date	Event	Dry Run Schedule
Aug 27, Thu PM	College of Arts and Sciences	
Aug 28, Fri AM	College of Management and Economics	
Aug 28, Fri PM	Graduate School	Aug 14, 4-5 PM

- These orientations will be broadcasted live on our official Facebook pages and the production will be at the Multimedia Development Center. The general student orientation and orientations for the main campus colleges will be carried on the official Facebook page of the Visayas State University. Meanwhile, the component college orientations will be livestreamed on their official Facebook pages.
- To ensure the quality of our broadcast, the University Integrated Media Center will host a series of dry runs for the speakers involved. For the college orientations, the College Dean and Department Heads must attend the dry run.
- All slide presentations of speakers and presenters in the general orientation and the different college orientations shall be submitted to the University Integrated Media Center (UIMC) not later than 01:00PM of August 13, 2020. Email your Powerpoints to Ms. Jeanie Deluza at jeanie.deluza@vsu.edu.ph. All presentations will be subject for review by the UIMC in terms of design and content.
- A maximum of 10 persons per every component college and main campus college shall be allowed to enter the MMDC during pre-broadcast demo and the actual college orientation.
- During the orientation, all presenters should be at the MMDC one hour before the scheduled broadcast for final briefing and instructions.
- Everyone attending both the pre-broadcast demo and the actual orientation shall wear mask all the time except during their respective presentations.
- VSU will only provide for the snacks of both the component college and main campus college speakers. Packed lunch can be pre-ordered at the VSU Guesthouse and shall be coordinated by component colleges and main campus colleges charge to their existing funds.
- Please prepare a print version of all as part of the delivery of all the instructional materials to the LGU kiosks and through our partner commercial couriers. Refer to OP Memorandum Circular No. 81, S. 2020 for the latest schedule of deliveries.
- Likewise, the VSU Web Team will prepare an online version of your content from the recording of the live orientation program, as well as the text and graphics prepared in the print version. Please submit a soft copy of your printed materials to **Mr. Jed Asaph D. Cortes** via jedcortes@vsu.edu.ph.

For your guidance.


EDGARDO E. TULIN
President